

GROW COOK LEARN
JOB DESCRIPTION

POST: Catering Assistant

MAIN LOCATION: Discovery Centre

FULL/PART TIME: Part Time, casual hours approx. 2 days per week.

RESPONSIBLE TO: Catering Manager

BRIEF DUTIES OF POST

You will work within the team to ensure the delivery of exceptional service to all our visitors and centre users, helping them to enjoy their day and creating a reason to return. You will take pride in delivering outstanding food every day using the best local, seasonal produce available. Your attention to detail, keen palate and knowledge of cooking to the highest standards will ensure that our customers enjoy a rewarding culinary experience every time they visit. The Discovery Centre is a varied, vibrant environment and we require multi-skilled personnel who are willing to participate in food preparation and front of house duties.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Embody the Grow Cook Learn ethos and share your passion for local food and its producers with visitors and centre users, in particular our commitment to "Eat the View".
2. Support the Catering Manager to deliver the highest standards using innovation in the method and style of presentation and food service.
3. Undertake all necessary duties required to deliver an exceptional catering service and ensure extremely high levels of food hygiene and cleanliness are maintained at all times.
4. Ensure the café is presented to agreed standards with all areas clean and tidy, foods attractively displayed and correctly priced and all necessary items well stocked and easy to access.
5. Ensure that all health and safety measures, legal and hygiene standards, risk assessments and COSHH procedures are observed and maintain food safety records as required by law.
6. Ensure all equipment is well maintained and is in good working order and report any issues to Catering Manager.
7. Support the Catering Manager in ensuring that all legal and company procedures and work instructions are fully understood and practiced by all employees.
8. Record and report all accidents within the location in line with company procedures.

9. Be customer focused at all times by being approachable and quick to exceed expectations in fulfilling customer needs.
10. Understand the needs of customers with special dietary requirements and be prepared to offer alternatives where appropriate.
11. Maintain a high standard of personal presentation, appropriate communication and suitable conduct when dealing with members of the public and centre users.
12. Have a good working knowledge of the menu, the produce and its provenance and be able to share this information with customers and help them make good food choices to suit their requirements.
13. Undertake all necessary cleaning duties to a high standard including regular clean down of work area, attending to customer self clear stations, cleaning tables where necessary, laundry and washing up (manual & machine) and regular cleaning of the kitchen, its surrounds and equipment as directed by the cleaning schedule.
14. Serve drinks and food efficiently, ensuring correct portion control.
15. Operate till and follow established procedures for cash handling.
16. Assist in stock control and ordering/receiving/checking deliveries as required.
17. Service the catering requirements in other areas of the site and assist with offsite functions as required.

C. GENERAL DUTIES AND RESPONSIBILITIES

18. Adhere to existing working practices, methods, procedures; undertake relevant training and development activities and respond positively to new and alternative systems.
19. Attend meetings and training as required.
20. Be prepared to work flexibly and to meet the requirements of the job and opening hours, including bank holiday, evening and weekend working.
21. Use information technology as required to carry out the duties of the post.
22. Uphold the Equalities and Diversity policy of the company and have an understanding and commitment to anti-discriminatory practices.
23. Take responsibility for the health and safety of oneself and others in the workplace, particularly in respect of:
 - Accident reporting
 - Lone working procedures
 - Risk management

24. To undertake any other duties that may be required from time to time commensurate with the grade and general nature of the post.

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